

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer (Specialist)	Emergency Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation-related Facilities Advisor	913-710-3161-xxx	11/16/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Office of Emergency Management Chief, a Supervising Transportation Engineer, the Senior Transportation Engineer (Specialist) is the assistant program manager to the Transportation-related facilities Program (e.g. Maintenance Facilities, Equipment Facilities, Material Laboratories and Transportation Management Centers), and the Program Manager for the Material Laboratories for the State Highway Operation and Protection Program (SHOPP). The incumbent will also manage the Material Laboratories Program statewide as well as manage Facilities Asset Information statewide for Maintenance Facilities, Equipment Shops, Transportation Management Centers, and Materials Laboratories, conforming to requirements set forth in Governor's Executive Order S-10-04, Government Code Section 11011 and the State Administrative Manual (SAM) Section 8600-Property Accounting. The incumbent must possess and maintain a valid Certificate of Registration as a Professional Engineer, Civil, in California.

The incumbent shall meet all the requirements to attain the Safety Assessment Program (SAP) Certificate through the California Office of Emergency Services (CalOES), which requires a license as a registered civil engineer in the State of California. The incumbent will be required to attain COOP/COG certification through the Federal Emergency Management Agency (FEMA). Incumbent must possess and maintain a valid Certificate of Registration as a Professional Engineer, Civil, in California.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35% E	Works with Caltrans staff throughout the State as the assistant program manager for transportation-related facilities in the SHOPP. Manages and coordinates SHOPP resources allocated for Maintenance Facilities, Equipment Facilities, Material Laboratories and Transportation Management Centers. The incumbent will be creating and maintaining a Materials/Construction Laboratory Facilities Building Manual based on industry standard and guidance from the California Building Code. This will consist of (but is not limited to) statewide travels to the districts to plan, organize and attend meetings (which may be up to 25% travel). The incumbent will conduct Professional Engineer, California Professional Civil Engineer License, review of project proposals, plans, estimates and specifications; plan, organize and attend phone conferences, video conferences, or electronic updates; prepare meeting agendas, reports and other documents required to effectively manage and coordinate these resources.
35% E	Works with Caltrans staff throughout the State to plan, prioritize, program, coordinate, maintain and monitor the Caltrans' Material Laboratories. This will consist of (but is not limited to) statewide travels to the Districts to plan, organize and attend meetings (which may be up to 25% travel); plan, organize and attend phone conferences, video conferences, or electronic updates. Prepare meeting agendas, and documents required to effectively manage these assets; provide statewide training regarding Material Laboratory management for Caltrans personnel and other stakeholders, at times via web developed online training.
25% E	Works with Caltrans staff throughout the State to augment and maintain a comprehensive, complete and accurate Asset Management Database for the Caltrans' Transportation-related facilities Program Assets. This will consist of (but is not limited to) statewide travels to the districts to plan, organize and attend meetings (which may be up to 25% travel); plan, organize and attend phone conferences, video conferences, or electronic updates. Prepare meeting agendas, and documents required to effectively manage the database; provide statewide training regarding Maintenance Station and Material Laboratory database use and maintenance for Caltrans personnel and other stakeholders, at times via web developed online training.

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5%	M	Act as Division of Maintenance representative on various committees, issues, and special assignments, as they relate to transportation-related facilities.
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¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise; however, this position may act as a lead worker over other staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The Department's various phases of transportation engineering; emergency operations; transportation related facility locations, standards, design, construction, operation and maintenance; concepts concerning research, planning, project management, right of way, accounting, programming and asset management; development of standards and policy; manual writing; database use and management; techniques for organizing, presenting to and motivating groups; basic principles of physics, chemistry, and mathematics as applied to civil engineering and transportation related facility design; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering and architectural construction materials; methods and equipment of engineering and architectural construction; engineering economics.

Ability to: Communicate effectively; work independently; research, plan, direct and manage the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations and provide training; review project proposals, plans, estimates and specifications; prepare correspondence and reports; maintain and manage databases; develop guidelines for the Department and implement those guidelines statewide; establish and maintain friendly and cooperative relations with those contacted in the course of the work.

Analytical Requirements: Analyze data and standards to develop methods, priorities and policies for improvement of transportation related facility assets using engineering judgment and analysis and conveying those recommendations to management, and other stakeholders, such as members of other state agencies and public groups.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or lack of prompt action could impact the manner in which the Department responds and/or is able to continue business under its mandated function as owner and operator of the State Highway System.

PUBLIC AND INTERNAL CONTACTS

Meets and confers with many different functional units within the Department, members of other state agencies and public groups. Provides assistance and policy interpretation in all matters of transportation related facility planning and assigned responsibilities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must assimilate and evaluate technical and procedural data from various resources to make objective recommendations; employee may be required to sit for long periods of time using a keyboard and video display terminal; must be able to organize and prioritize work, formulate effective strategies and apply innovative solutions to make improvements; may work in intense situations and must maintain focus during emergency situations and training practices to adapt plans in response to changing priorities or unexpected obstacles; must be able to develop and maintain cooperative working relationships.

.May be required to travel up to 25% of the time.

The incumbent must possess a valid Class C California Driver's License. Will be on call to assist during emergencies after normal working hours.

WORK ENVIRONMENT

The work setting is open space in a climate-controlled office. This position may be housed in a District.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE